GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Right to Information Act 2005 (Central Act No.22 of 2005) – Publication of Information under Section 4(1)(b) of the Right to Information Act, 2005 – Revised Information – Published - Orders – Issued.

BACKWARD CLASSES WELFARE (OP) DEPARTMENT

జి.ఓ.
సం. 738
తే 11/3/22
OP

G.O.Rt.No.29 **Dated:15.02.2022**

Read the following:

1. The Right to Information Act, 20-05, (Act No.22 of 2005 Central Act) Published in Gazettee of India (Extraordinary) vide Notification No.25, dt.21-6-2005.
2. Circular Memo. No.85347/I&PR.II/A1/2005-6, GAD, dt.30-8-2005.
3. U.O. Note No. 38321/RTIA/GPM&AR/08-2, G.A. (GPM&AR) Department, dt.20.11.2008.

-0o0-

ORDER :

Section 4 (1)(b) of the Right to Information Act 2005 (Central Act No.22 of 2005) casts an obligation on every Public Authority to publish information on 17 items referred to therein the said section and shall be updated every year.

2. Now, therefore, in compliance of the above statutory obligation, revised information in respect of Backward Classes Welfare Department is herewith published as noted in the Annexure to this order. The said information shall be updated once in a year as per clause 17 of 4(1)(b).

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G ANANTHA RAMU
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
All Officers in BC Welfare Department.
All Head of Departments under the Administrative control of BC Welfare Department.
The General Administration (I & PR.II) Department.
The General Administration (GPM & AR) Department

Copy to :
All Sections in BC Welfare Department
P.S. to Special Chief Secretary to Government, BC Welfare Dept., SF/SC

//FORWARDED BY ORDER//

S. Ramana
SECTION OFFICER.

THE RIGHT TO INFORMATION ACT, 2005

OBLIGATIONS OF PUBLIC AUTHORITIES

MANUAL OF BACKWARD CLASSES WELFARE DEPARTMENT

[PUBLISHED IN TERMS OF SECTION 4 (1) (B) OF R.T.I ACT, 2005]

BACKWARD CLASSES WELFARE

DEPARTMENT A.P.SECRETARIAT,

VELAGAPUDI, AMARAVATI, ANDHRA

PRADESH

[UPDATED AS ON 04.02.2022.]

Template for the Information Handbook under

Right to Information Act

Introduction

1. Please throw light on the background of this hand-book (Right to Information Act–2005).

2. Objective /purpose of this hand-book

Right to Information Act:

The Right to Information Act, 2005 of Parliament received the assent of the President of India. The Act provides for setting out the practical regime of Right to Information for citizens to secure access to information under the control of Public Authorities, in order to promote transparency and accountability in the working of every public authority. In accordance with 4(1)(b) of the RTI Act, 2005 the manual Information handbook is prepared.

3. Who are the intended users of this hand-book?

Intended users of the Information handbook:

Citizens, Civil Society Organizations, Public representatives, Officers and employees of Public Authorities including Public Information Officers and Assistant Public Information Officers and Appellate Officers, Central and State Information Commissions etc.

4. Organization of their information in this hand-book.

The information pertaining to Backward Classes Welfare Department at Secretariat level is provided in this booklet. The information pertaining to the HODs under Backward Classes Welfare Department is provided by the respective offices. The information as stipulated in the Right to Information Act is provided item wise in different chapters. The reference made to certain Rules, Manuals and Acts of other departments issued by Government of Andhra Pradesh or Government of India are quoted since they are applicable to the programmes/terms under reference and available with the concerned departments.

The Rules, Instructions, Documents, manuals, Acts & Policies of the Backward Classes Welfare Department referred at different instances are available in the Department and some of them are also available as a link in the website www.aponline.gov.in.

5. Contact person in case somebody wants to get more information on topics covered in the hand-book as well as other information also.

More information can be had from the concerned wing officers or the State Public Information Officer / Assistant Public Information Officer of the department in accordance with the provisions of the Right to Information Act.

Chapter– 1

Particulars of Organization, Functions and Duties [Section 4(1)(b)(1)]

Objective/purpose of the public authority

The Backward Classes Welfare Department is one of the departments in A.P. Secretariat. The organization of Backward Classes Welfare Department is on the same lines of other Secretariat departments as prescribed in Secretariat Office Manual.

Mission /Vision Statement of the public authority.

1.3 Brief history of the public authority and context of its formation.

BC Welfare Department was bifurcated from Social Welfare Department in the year 1975 and a separate Department was constituted in the Secretariat in 1994 vide G.O.Ms.No.72, Dt.22.02.1994. The Backward Classes Welfare Department focuses on the welfare and development of Backward Classes.

Backward Classes Welfare Department, headed by Special Chief Secretary and major goals of the Department is to develop the population of Backward Classes socially, educationally and economically on par with other developed communities in the society and to establish egalitarian and just society. This Department mainly deals with schemes and activities like education, financial assistance to the population of backward classes in State.

Duties of the public authority.

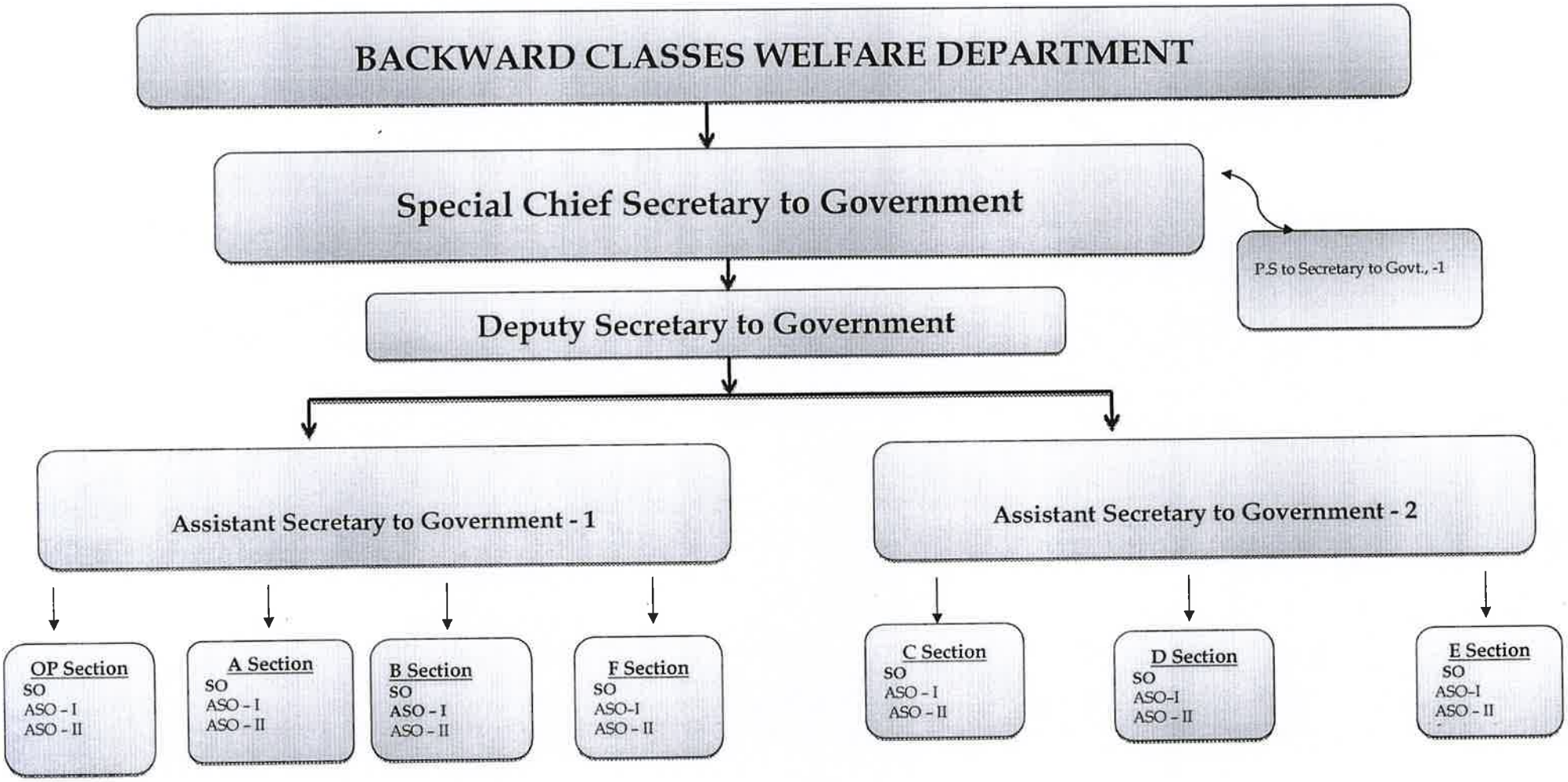
The Public authority is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of business in his Department. He exercise general supervision and control over the staff under him.

Main activities/functions of the public authority.

The Public authority is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt dispatch of business in the department

List of services being provided by the public authority with a brief write-up on them.

Tendering and entering into contract for procurement of various stationery / sanitary items, maintenance of office equipments, running of official vehicles.


BACKWARD CLASSES WELFARE DEPARTMENT
Special Chief Secretary to Government
P.S to Secretary to Govt., -1
Deputy Secretary to Government
Assistant Secretary to Government - 1
Assistant Secretary to Government - 2
OP Section
SO
ASO - I
ASO - II
A Section
SO
ASO - I
ASO - II
B Section
SO
ASO - I
ASO - II
F Section
SO
ASO-I
ASO - II
C Section
SO
ASO - I
ASO - II
D Section
SO
ASO-I
ASO - II
E Section
SO
ASO-I
ASO - II

Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

- Not applicable-

Arrangements and methods made for seeking public participation / contribution.

- Not applicable-

Mechanism available for monitoring the service delivery and public grievance resolution.

The grievances, if any, of the public or the employees of the department are redressed on priority according to the instructions on the subject issued by the Government from time to time.

Addresses of the main office and other offices at different levels. (Please categorize the addresses district wise for facilitating the understanding by the user).

1) BC Welfare Dept, 3rd Building, 1St Floor, A.P. Secretariat, Velagapudi

   a. **Morning hours of the office:** 10-00 AM

   b. **Closing hours of the office:** 05-30 PM

Chapter–2

Powers and Duties of Officers and Employees [Section 4(1)(b)(2)]

2.1 The details of the powers and duties of officers and employees of the organization.

Designation	**Spl. CS to Govt.**	
Powers	Administrative Financial Others	As envisaged in Business Rules.
Duties	The Spl. Chief Secretary to Government is responsible for the careful observance of the Business Rules and Secretariat Instructions in the transaction of business in his Department. He exercise general supervision and control over the staff under him and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is his duty to take efficient steps for the prompt dispatch of business in the department	
Designation	**Deputy Secretary to Govt.**	
Powers	Administrative Financial Others	As envisaged in Business Rules.
Duties	The Dy. Secretary occupies a position almost identical with that of Secretary in regard to subjects allotted to her and can send cases for orders direct to the Minister or to the Governor. She exercises also the functions of an Assistant Secretary as described in the next paragraph. The Spl. Chief Secretary to Govt. of the Department remains responsible for the subjects allotted to the Deputy Secretary. The latter consults the Spl. Chief Secretary to Govt. on case dealing with important questions of principal or any other cases which he considers to be of special importance.	
Designation	**Assistant Secretary to Govt.**	
Powers	Administrative Financial Others	As envisaged in Business Rules.
Duties	The Assistant Secretary also exercise control over the Sections Placed in his/her in-charge with regard to dispatch of business and in regard to discipline.	
Designation	**Section Officers**	
Powers	Administrative Financial Others	As envisaged in Business Rules.
Duties	The Section Officer is in-charge of a Section in the department. Two/ One Assistant Section Officer(s) assists him. He is responsible for all files relating to the subjects allotted to the Assistant Section Officers under him. He is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of business in all stages in his Section. The Training of the Assistant Section Officers under him is one of his principal functions. He himself under take to deal with the more difficult or important papers. He is not expected to express his views or to suggest what orders should be passed on a case when there is clear precedent or the case is of a routine nature. He should maintain a discipline in his Sections.	

Designation	**Assistant Section Officers**	
Powers	Administrative	As envisaged in Business Rules.
	Financial	
	Others	
Duties	The main duties of Assistant Section Officer in a Section are to reference the communications properly and to assist the Section Officer in dealing with cases relating to his Section. He is expected to do work of a routine and mechanical nature such as maintaining the prescribed Registers typing drafts, fair copying, dispatching and indexing.	
Designation	**Data Entry Operators**	
Powers	Administrative	As envisaged in Business Rules.
	Financial	
	Others	
Duties	Working on outsourcing basis and attend to the Computer work i.e. Data entry and render assistance to the Officers/Sections as entrusted to them by the Officers.	
Designation	**Office Subordinates**	
Powers	Administrative	As envisaged in Business Rules.
	Financial	
	Others	
Duties	They will attend to the work entrusted by the officers.	

Chapter – 3

Procedure followed in Decision Making Process [Section 4(1)(b)(3)]

What is the procedure followed to take a decision for various matters? (A reference to Secretariat Manual and Rule of Business Manual, and other rules/ regulations etc can be made) What are the documented procedures/laid down procedures /Defined Criteria/Rules to arrive at a particular decision for important matters? What are different levels through which a decision process moves? What are the arrangements to communicate the decision to the public? Who are the officers at various levels whose opinions are sought or the process of decision making? Who is the final authority that wets the decision? 3.6 Please provide information separately in the following format for the important matters on which the decision is taken by the public authority. Sl.No. Subject on which the decision is to be taken Guideline/Direction, if any Process of Execution Designation of the officers involved indecision making Contact information of above mentioned officers If not satisfied by the decision, where and how to appeal.	The procedure followed in the decision making is common to all departments including BC Welfare Department as prescribed in Business Rules and Secretariat Instructions Published by General Administration (Cabinet/IC) Department. These rules and instructions are amended from time to time by General Administration (Cabinet/IC) Department. The proposals of the Heads of the Departments under control of BC Welfare Department are being received in Tappal Section. On receipt of the same the Tappal clerk gives Tappal Number and keeps all Tappal papers in a separate Tappal Book and sends them to the officers concerned. On perusal of Tappal by the concerned officers, they will be sent back to the concerned sections. The concerned Asst. Section Officer make an entry in the personal register and put up the same in the shape of a file with relevant extracts of Acts and rules and submit the file to the concerned Section Officer. The Section Officer scrutinizes the file and writes his/her remarks, and passes on the file to the concerned Assistant Secretary. The Assistant Secretary scrutinizes the file and passes on the file to the Special Chief Secretary / Principal Secretary through the concerned Additional Secretary/Deputy Secretary /Joint Secretary as the case may be.

Chapter – 4

Norms set by it for the discharge of its functions [Section 4(1)(b)(4)]

Please provide the details of the Norms/ Standards set by the department for execution of various activities / Programs.

The norms for the discharge of functions of each department are also defined in both Secretariat Office Manual and the Business Rules.

The usual Officer hours are from 10.00. AM to 5-30 PM.

The Service delivery time frames for the services rendered by the Department are given below:-

1. Routine matters:**3 DAYS**

2. Other than routine matters: **10 DAYS**
(Ex: Policy decision files)

Reference / Letters from Others Departments:

1. Routine Matters: **3 DAYS**(Ex. U.O. Note and Files)

2. Other than Routine matters:**7 DAYS**
(Ex. Policy Decision files)

Chapter – 5

Rules, Regulations, Instructions, Manual and Records for Discharging Functions.

[Section 4(1)(b)(5)]

5.1. **Please provide list of rules, regulations, instructions, manual and records, held by public authority or under its control or used by its employees for discharging functions as per the following format. This format has to be filled for each type of documents.**

Besides the common rules for administrative / financial matters as prescribed by GAD/Fin department, the following Acts and Rules are held for official use.

1) Secretariat Office Manual

2) Fundamental Rules

3) A.P. Civil Services (Classification, Control and Appeal) Rules, 1991- www.portal.ap.gov.in

4) The Andhra Pradesh Civil Services (Conduct) Rules, 1964 - www.portal.ap.gov.in

5) The Andhra Pradesh State and Subordinate Service Rules- www.portal.ap.gov.in

6) Rules for the Grant of Miscellaneous Loans and advances to Government Servants - www.portal.ap.gov.in

7) The Andhra Pradesh Integrated Medical Attendance Rules, 1972- www.dme.ap.nic.in

8) The Andhra Pradesh Government Business Rules and Secretariat Instructions-www.portal.ap.gov.in

9) The Andhra Pradesh Secretariat Subordinate Service Rules- www.portal.ap.gov.in

10) A.P. Re-organisation Act – www.reorganisaton.ap.gov.in

Chapter – 6

A statement of the categories of documents that are held by it or under its control

[Section 4(1)(b)(6)]

6.1. **Use the format given below to give the information about the official documents. Also mention the place where the documents are available for e.g. at secretariat level, directorate level, others (Please mention the level in place of writing "Others").**

Sl. No.	**Category of the document**	**Name of the document and its introduction one line**	**Procedure to obtain the document**	**Held by/under control of**
1.	Administration and Establishment records.	1) Govt. Orders (G.Os.) 2) Office orders (O.Os.) 3) Instructions issued in Memos	Written request/ under RTI Act,	Section Officers of concerned sections

Chapter – 7

Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof

[Section 4(1)(b)(7)]

Formulation of Policy

Whether there is any provision to seek consultation/participation of public or its representatives for formulation of policies? If there is, provide details of such policy in following format.

Sl.No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation

Implementation of Policy

Whether there is any provision to seek consultation/ participation of public or its representatives for implementation of policies? If there is please provide details of provision in following format.

Sl. No.	Subject/Topic	Is it mandatory to ensure public participation (Yes/No)	Arrangements for seeking public participation

Section 4(1)(b)(7)

Sl. No.	Function/service	Arrangements for consultation with or representation of public in relations with Policy implementation.	Arrangements for consultation with or representation of public in relations with Policy implementation.
The public who are aggrieved in the delay of issue of order at government level may approach any officer from and above the rank of Assistant Secretary to Government. The department's staff is not allowed to entertain any visitors who come for their personal work. Therefore, the consultation with public representation is not relevant to Secretariat departments in general and home department in specific.			

Chapter-8

A statement of boards, council, committees and other bodies constituted as its part [Section 4(1) (b) (8)]

8.1 Please Provide information on Boards, Councils, Committees and Other Bodies related to the public authority in the following format:
NIL

1.	Name and address of the Affiliated Body	----
2.	Type of Affiliated Body (Board, Council, Committees, Other Bodies)	----
3.	Brief Introduction of the Affiliated Body (Establishment Year, Objective/ Main Activities)	----
4.	Role of the Affiliated Body (Advisory / Managing / Executive / Others)	---
5.	Structure and Member Composition	----
6.	Head of the Body	----
7.	Address of main office and its branches	----
8.	Frequency of Meetings	----
9.	Can Public Participate in the meetings?	----
10.	Are minutes of the meetings prepared?	----
11.	Are minutes of the meeting available to the public? If Yes, please provide information about the procedure to obtain them	----

Chapter - 9
Directory of Officers and Employees
[Section 4(1)(b)(9)]

Sl. No	Name	Designation	S.T.D Code	Phone No.			E-Mail	Address
				Office	Home	Fax		
1	Sri G Anantha Ramu, IAS	Special Chief Secretary To Govt.	08632	08632443365	---	---	prlsecy_bcw @ap.gov.in	Room No.215,1st Floor, Block No.3,AP Secretariat Velagapudi
2	Sri A. Janardhana Babu	Deputy Secretary	08632	08632443168	--	--	dysecybcwd@gmail.com	Room No.227, 1st Floor, Block No.3,AP Secretariat, Velagapudi
3	Smt T.V .Savithri Devi	Assistant Secretary	08632	08632443174	--	--	tsavithridevi .sw.ap@nic. com	Room No.233, 1st Floor, Block No.3,AP Secretariat Velagapudi
4	Sri S Ramanaiah	Section Officer	08632	08632443094	--	--	ramanaiah66 @ap.gov.in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
5	Sri Y Krupa Rao	Section Officer	08632	08632443099	--	--	krupar ao.y@ ap.gov. in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
6	Sri K Siva Sankara Rao	Section Officer	08632	08632443042	--	--	ksrao24@nic.i n	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
7	Sri E Prasad	Section Officer	08632	08632443046	--	--	prasad.eada@ ap.gov.in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
8	Sri P Maheswara Rao	Section Officer	08632	08632443026	--	--	pmaheswara.r ao@ap.gov.in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
9	Sri M Partha Sarathy Raju	Section Officer	08632	08632443030	--	--	psarathyraju.m @ap.gov.in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
10	Sri A Chalamaiah	Section Officer	08632	08632443095	--	--	a.chalamaiah @ap.gov.in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
11	Smt S. Haritha	Assistant Section Officer	08632	08632443095	--	--	haritha.satela @ap.gov.in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
12	Sri A. Sreenivasa Rao	Assistant Section Officer	08632	08632443026	--	--	anamala.rao @ap.gov.in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
13	Sri A. Tata Rao	Assistant Section Officer	08632	08632443046	--	--	tatarao.a@ap. gov.in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
14	Sri Md. Sameer Khan	Assistant Section Officer	08632	08632443042	--	--	sameer.msk@a p.gov.in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
15	Kum. Sk. Reshma	Assistant Section Officer	08632	08632443094	--	--	reshma.s96 @ap.gov.in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
16	Sri T.Rithish	Section Assistant Grade-I	08632	08632443030	--	--	---	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi

Chapter - 10
The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations.
[Section 4(1)(b)(10)]

Sl.No	Name of the Employee Sri/Smt	Designation	Monthly Remuneration	Compensation /Compensatory Allowance	The Procedure to determine the remuneration as given in the regulation
1	Sri G Anantha Ramu, IAS	Spl. Chief Secretary To Govt.	3		
2	Sri A. Janardhana Babu	Deputy Secretary	127382		
3	Smt T.V .Savithri Devi	Assistant Secretary	118590		
4	Sri S Ramanaiah	Section Officer	112665		
5	Sri Y Krupa Rao	Section Officer	71798		
6	Sri K Siva Sankara Rao	Section Officer	104300		
7	Sri E Prasad	Section Officer	67629		
9	Sri P Maheswara Rao	Section Officer	78204		
10	Sri M Partha Sarathy Raju	Section Officer	86794		
11	Sri A Chalamaiah	Section Officer	80789		
12	Smt S. Haritha	Assistant Section Officer	52897		
13	Sri A. Sreenivasa Rao	Assistant Section Officer	52933		
14	Sri A. Tata Rao	Assistant Section Officer	50044		
15	Sri Md. Sameer Khan	Assistant Section Officer	50044		
17	Kum. Sk. Reshma	Assistant Section Officer	50044		
18	Sri T.Rithish	Section Assistant Grade-I	39592		

Chapter – 11

The Budget Allocated to each Agency

(Particulars of all plans, proposed expenditures and reports on disbursement made)

[Section 4(1)(b)(11)]

The estimate of the amounts for expenditure in 2020-21 under Revenue and Capital in respect of the BC Welfare Department in Andhra Region is as follows

under demand **No.XXIII (Backward Classes Welfare)** is as follows:

Capital	: Rs. 14,740.00 Lakhs
Revenue	: Rs.18148,94.25 Lakhs
Total	: Rs.18296,34.25 Lakhs

(Rupees in Lakhs)

This information is available in the budget book for the financial year 2021-22 on the website:

https://www.apfinance.gov.in/budget.html

Chapter -12

The Manner of Execution of Subsidy Programmes

[Section 4(1)(b)(12)]

12.1 Please provide the information as per the following format:

Name of Programme/Scheme	NIL
Duration of the Programme / Scheme	
Objective of the Programme	
Physical and financial targets of the programme (for the last year)	
Eligibility of Beneficiary	
Pre-requisites for the benefit	
Procedure to avail the benefits of the programme	
Criteria for deciding eligibility	
Details of the benefits given in the programme (also mention the amount of subsidy or other help given)	
Procedure for the distribution of the subsidy	
Where to apply or whom to contact in the office for applying	
Application Fee (where applicable)	
Other fees (where applicable)	
Application format (where applicable. If the application is made on plain paper please mention it along with what the applicant should mention in the application)	
List of attachments (certificates / documents)	
Format of Attachments	
Where to contact in case of process related complaints	
Details of the available fund (At various levels like District Level, Block Level etc)	

List of beneficiaries in the format given below:

Sl No.	Beneficiary Name	Amount of Subsidy	Parent/ Guardians	Criteria of selection	Address			
					District	City	Town/ Village	House No.
NIL								

Chapter -13

Particulars of Recipients of Concessions, permits or authorization granted by it

[Section 4(1)(b)(13)]

13.1 Please provide the information as per the following format:

Name of Programme	NIL
Type (Concession /Permits / Authorization)	
Objective	
Targets set (For the last year)	
Eligibility	
Criteria for the eligibility	
Pre-requisites	
Procedure to avail the benefits	
Time limit for the concession / Permits / Authorization	
Application fee (where applicable)	
Application format (where applicable)	
List of attachments (certificates / documents)	
Format of Attachments	

Chapter – 14

Information available in an electronic form

[Section 4(1)(b)(14)]

List of beneficiaries in the format given below:

Sl.No./ code	Beneficiary name	Validity period	Parent/ Guardians	Address			
				District	City	Town/Village	House No.
Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

Also provide the following information for concession

Detail of the benefit given

Distribution of benefits

14.1 Please provide the details of the information related to the various schemes, which are available in the electronic format.

NIL

Chapter – 15

Particulars of the facilities available to citizens for obtaining information [Section 4(1)(b)(15)]

15. The departmental information in the electronic format is available in the following web site:

http://www.aponline.gov.in/
https://www.ap.gov.in/
http://www.ap.nic.in/

Means, methods or facilitation available to the public, which are adopted by the department for dissemination of information like

- Office library ------
- Drama and shows ------
- Through news paper ------
- Exhibition ------
- Notice board ------
- Inspection of records in the Office ------
- System of issuing of copies of documents ------
- Printed manual available ------
- Website of the Public authority ------
- Other means of advertising ------

Chapter – 16

The names, designations and other particulars of the Public Information Officers

[Section 4(1)(b)(16)]

16.1. The information about the Public Information Officers, Assistant Public Information Officers and Departmental Appellate Authority of the Public authority in the following format

Assistant Public Information Officers:

Sl. No.	Name	Designation	S.T.D Code	Phone No.			E-Mail	Address
				Office	Home	Fax		
1	Sri S Ramanaiah	Section Officer	08632	08632443094	--	--	ramanaiah66@ap.gov.in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
2	Sri Y Krupa Rao	Section Officer	08632	08632443099	--	--	kruparao.y@ap.gov.in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
3	Sri K Sivasankara Rao	Section Officer	08632	08632443042	--	--	ksrao24@nic.in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
4	Sri E Prasad	Section Officer	08632	08632443046	--	--	prasad.eada@ap.gov.in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
5	Sri P Maheswara Rao	Section Officer	08632	08632443026	--	--	pmaheswara.rao@ap.gov.in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
6	Sri M Partha Sarathy Raju	Section Officer	08632	08632443030	--	--	psarathyraju.m@ap.gov.in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi
7	Sri A Chalamaiah	Section Officer	08632	08632443095	--	--	a.chalamaiah@ap.gov.in	BC Welfare Department, Building No.03, First Floor, A.P. Secretariat, Velagapudi

Public Information Officer:

Sr. No.	Name	Designation	STD Code	Ph.No. Office	Home	Fax	Email	Address
1	Smt T.V.Savithri Devi	Assistant Secretary	08632	08632443174	--	--	tsavithridevi.sw.ap@nic.in	Room No.233, 1st Floor, Block No.3 AP Secretariat Velagapudi

Department Appellate Authority:

Sr. No.	Name	Designation	STD Code	Ph.No. Office	Home	Fax	Email	Address
4	Sri A. Janardhana Babu	Deputy Secretary	08632	08632443168	--	---	dysecybcwd@gmail.com	Room No.227, 1st Floor, Block No.3 AP Secretariat Velagapudi

Chapter – 17

Other Useful Information
[Section 4(1)(b)(17)]

--NIL--